



Selside Endowed Church of England School

Selside. Kendal. Cumbria. LA8 9LB

Tel: 01539 823649

Email admin@selside.cumbria.sch.uk

Executive Head Teacher: Sarah Coleman

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Preparation of reports, letters, minutes and documentation • IT literate • Understanding of budgeting and finance management • Understanding of record keeping • Having an NVQ 3 or 4 or equivalent relevant experience • 5 GCSEs (or equivalent) of C and above including Maths and English • Excellent interpersonal skills with the ability to communicate with all ages • High standards of written and spoken communication • Understanding of and ability to correctly process confidential information • Ability to work hard, as part of a small team, and to take the initiative when required • Supportive of the Christian values of the school 	<ul style="list-style-type: none"> • Previous experience in a school environment • Previous experience of working with children • Experience of using Scholarpack or other information management software system • Experience of Safeguarding Statutory Requirements, including the Single Central Record • Experience of submitting bids • Certificate of School Business Management • Understanding of Health and Safety • Experience of working in an office environment with a complex and diverse range of tasks to be completed over time

